COVID-19 SLEEP CHECKLIST
LEADERS AND SUPERVISORS

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Leaders and supervisors can take care of their staff and support team performance by prioritizing sleep for everyone.

Use the SLEEP acronym…

➢ **S**et the conditions
➢ **L**ead by example
➢ **E**ncourage sleep
➢ **E**ducate about sleep
➢ **P**lan and prioritize

SET THE CONDITIONS

☐ *Ensure light boxes and black out curtains are available for staff*
☐ *Designate appropriate, comfortable spaces for staff napping*

Ask yourself: "Have I created a culture that supports sleep?"

LEAD BY EXAMPLE

☐ *Watch your own sleep habits and make sure you are getting enough sleep*
☐ *Model appropriate caffeine use and sleep health*
☐ *Acknowledge the reality of sleep debt and fatigue during COVID-19*
☐ *Avoid sending texts or emails to staff during non-duty hours*

Ask yourself: "Am I walking the walk?"

ENCOURAGE

☐ *Ask your staff about their sleep*
☐ *Emphasize the importance of sleep*
☐ *Allow and encourage staff to take naps when appropriate*
☐ *Talk about the importance of sleep at all levels of leadership*

Ask yourself: "Am I checking in with my team about their sleep?"

EDUCATE

☐ *Reinforce points about self-awareness, caffeine, and light*
☐ *Ensure team members know the basics of sleep health (e.g., 7-9 hrs per night)*
☐ *Encourage staff to get sleep problems checked out medically as needed*
☐ *Remember that decision-making and moral reasoning are impacted by lack of sleep*
☐ *Remind your team that good sleep helps to protect health and fend off infection*

Ask yourself: "What information am I sharing about sleep?"

Anchor Sleep: 0800-1200
Night Shift Sleep: 0800-1600
Off-Duty Sleep: 0400-1200

NIGHT SHIFT TIP: LEVERAGE ANCHOR SLEEP

➤ Providers who cover night shifts may want to adjust their sleep to nighttime sleeping on their days off, but this change may cause havoc with their restorative sleep

➤ Instead, maintain "anchor sleep": On their days off, make sure that at least 4 hours of sleep are anchored—or match—to their typical nightshift sleeping schedule

➤ However, it is best to keep providers on the same schedule as long as possible, as it is difficult for them to switch from day shifts to night shifts frequently

PLAN AND PRIORITIZE: SCHEDULING SHIFTS

☐ *Limit staff shifts to 12 hours when possible*

☐ *Plan forward shift rotations that move with the clock*

   ➤ *Shifting from day to evening, and evening to night, makes for an easier transition*

☐ *When possible, schedule shifts according to people's chronotype*

   ➤ *Put your "early birds" on the morning shift and your "night owls" on the night shift*

☐ *Don't extend schedules for night shift workers*

   ➤ *Have staff attend meetings and complete administrative tasks during their shifts*

☐ *Give team members more time to sleep after a long shift*

   ➤ *The need for sleep goes up after longer periods of wakefulness*

Ask yourself: "Am I scheduling my team members' shifts effectively?"

PLAN AND PRIORITIZE: MANAGING SHIFT TRANSITIONS

☐ *Stagger shifts by changing out some team members every 4 hours*

   ➤ *This enables new team members to refresh the remaining team*

☐ *Ensure a team member who is shifting their schedule isn't alone on the floor*

   ➤ *Make sure others are around to keep them alert*

☐ *Prevent staff errors toward the end of a night shift*

   ➤ *Establish additional safety protocols given the documented elevated risk in errors*

☐ *Allot time off for individuals who are significantly shifting their schedule*

   ➤ *Allow a minimum of 32 hours off for those with an 8 hour change in shift time*

☐ *Check in with team members to see how their shift schedules are working for them*

Ask yourself: "Are my team members handling shift changes safely?"

THIS IS A MARATHON, NOT A SPRINT.
BY PRACTICING SLEEP LEADERSHIP, YOU AND YOUR TEAM CAN ADVANCE THE MISSION TO COMBAT COVID-19.

Selected references: Barger et al. (2018). Effect of fatigue training on safety, fatigue, and sleep in emergency medical services personnel and other shift workers: a systematic review and meta-analysis. Prehospital Emergency Care, 22(sup1), 58-68. | Burgess et al. (2007). Optimal shift duration and sequence: recommended approach for short-term emergency response activations for public health and emergency management. American Journal of Public Health, 97(Supplement_1), S88-S92. | Harrison et al. (2019). Circadian Profile of an Emergency Medicine Department: Scheduling Practices and Their Effects on Sleep and Performance. The Journal of emergency medicine. | Patterson et al. (2018). Evidence-based guidelines for fatigue risk management in emergency medical services. Prehospital emergency care, 22(sup1), 89-101.